

## INSTRUCTIONS

THIS CONSOLIDATED FORM IS USED FOR THE PURPOSE OF AUTHORIZING AN EMPLOYEE TO TRAVEL OUT-OF-STATE AND FOR ADVANCING FUNDS TO THE EMPLOYEE BY THE STATE TREASURER FOR THE RELATED TRAVEL EXPENSES.

### REQUIREMENTS FOR A TRAVEL ADVANCE:

- A minimum amount of \$100.00 is required.
- Amounts shall be in whole dollars and cannot exceed cost of the trip.
- Any funds advanced by the State Treasurer may only be used by the employee for the purpose of travel expenses incurred on State business.
- The employee's department head must sign form AAF-10. Approved by the Secretary of Administration or his/her authorized agent is required for all travel outside the United States. The employee should send or present this form to the State Treasurer's Office.
- **The approved Travel Advance form must be received by the Treasurer's Office no later than 48 hours prior to issuing a Travel Advance check.**
- If picking up an advance for someone else, written authorization from the traveler must accompany the request each time funds are advanced.
- Advances can be picked up no more than 10 days prior to departure.
- Expenses must be submitted immediately upon return from the trip for which funds were advanced.
- In-state travel advances — or so called special advances — are rarely approved and are reserved exclusively for extended in-state travel. The commissioner/secretary of a department or agency may request a special advance on behalf of the employee

using form AAF-10B, which must be approved by the State Treasurer. No other type of in-state travel advance requests will be approved.